

SECRETARY, COMMISSIONER OF CPS

Rev. 11/11
Erie County
PJC
MC IX
MMS/nrf

DISTINGUISHING FEATURES OF THE CLASS: The work involves serving as personal secretary to the Commissioner of Central Police Services (CPS). The incumbent performs complex clerical operations, relieving the Commissioner of administrative details and contacts which should be properly made with subordinate personnel. Work is performed under the general direction of the Commissioner with leeway allowed for the exercise of independent judgment regarding departmental policies and procedures. Supervision may be exercised over a subordinate staff of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes and transcribes dictation of a specialized nature;
Answers correspondence, composing reply letters for the signature of the Commissioner of CPS;
Serves as receptionist for the Commissioner of CPS, taking messages, arranging appointments and referring callers;
Answers telephone, takes messages, gives out information using discretion as to what should and should not be released;
Takes and transcribes minutes of meetings;
Screens mail received and attaches any previous correspondence, reports or records before submitting to the Commissioner; distributes office mail;
Maintains schedule diary of work and appointments;
Compiles confidential reports and collects data;
Carries out special assignments for the Commissioner of CPS;
Assists in the coordination of hiring process within the Department of CPS.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; thorough knowledge of organization and functions of the Department of CPS; ability to maintain personnel and activity control records and to prepare reports; ability to take and transcribe varied dictation at a satisfactory rate of speed; ability to understand and follow complex oral and written instructions; ability to communicate effectively, both orally and in writing; ability to get along well with others; clerical aptitude; a high degree of accuracy; industry and dependability; physical condition commensurate with the demands of the position.

SUGGESTED QUALIFICATIONS:

- A) Completion of one year of study at a regionally accredited or NYS registered college or business school, supplemented by courses in computer applications, stenography and/or typing, and three years of professional office experience which included typing; or:
- B) Graduation from high school or possession of a high school equivalency diploma, supplemented by courses in computer applications, stenography and/or typing, and four years of experience as indicated in (A); or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements